

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF HUMAN RESOURCES

ANNOUNCEMENT NO.: CFSA-02-132

POSITION: Social Work Associate, DS-187-7/9/10

OPENING DATE: 08-26-02

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL
FILLED," FIRST
SCREENING DATE: 09-11-02

SALARY RANGE: DS-07 \$28,323 – \$36,432 Per Annum
DS-09 \$34,345 - \$44,245 Per Annum
DS-10 \$37,688 - \$48,561 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: DS-07

NO. OF VACANCIES: Several

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OPDD, ODDPO

DURATION OF APPOINTMENT: ☐ Permanent ☒ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary
(Up to 1 year, Not-to-Exceed) _____

[X] This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent provides a variety of child welfare casework services to children and to families to investigate, assess and remediate situations, allegations and reports. Conducts home visits to assess strengths and needs of families; contacts collateral source; reviews pertinent information; makes appropriate referrals. Develops and implements case assessments and plans to remediate child abuse and neglect. Responds to crisis situations and intervenes to address immediate problems under the guidance of a supervisory social worker. Utilizes various counseling and therapeutic techniques in an attempt to address social, environmental, emotional and medical problems. Maintains medical, physical, social and psychological histories; provides case management services to families, children and youth, both individually and in groups. Provides assistance in seeking employment, housing, financial assistance and other services for assigned caseload. Maintains statistical data which reflects an account of clients served, and the number and types of activities performed in order to provide services. Serves as a member of an interdisciplinary team to provide written and oral case presentations regarding the impact of the child and/or the family's condition and the psycho-social implications. Identifies the needs and strengths of children and the families as they relate to the overall treatment plan. Prepares a variety of reports; represents the CFSA at administrative reviews, court hearings and other meetings. Coordinates implementation of court orders. Participates in supervisory conferences for the purpose of case planning, sharing information on resources, developing specialized resources for clients and joint decision-making. Participates in education and training activities for professional development. Attends administrative reviews and court hearings to provide status information regarding the child's and/or the families psycho-social condition and CFSA compliance with recommendations contained in the case plan. Assists in determining the appropriateness of established goals, services and/or permanency planning based on the status finding. Orients new social workers to establish job clarity. Attends professional meetings, conferences and seminars to keep abreast of the latest changes in the field of social work. Contacts and maintains ongoing communication with collateral contacts. Supervises and conducts family visits as appropriate. Provides training and recruitment to foster, kinship care and adoptive families as required.

QUALIFICATION REQUIREMENTS: These positions require the following:

- Must be able to obtain a Social Work Associate license in the District of Columbia within ninety days of appointment.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with

the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

- Requires a BA/BS Degree in Social Work.

AN EQUAL OPPORTUNITY
EMPLOYER
D.C. Standard Form 1226 (Revised 9/93)

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of the child welfare field to provide social work services for individuals and families;
2. General knowledge of pertinent resources, legal status and related policies and procedures as they affect children and families.
3. Ability to use Microsoft Office for electronic case management data entry; and
4. Ability to communicate effectively orally and in writing.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUE OCCURING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of Human Resources 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of

employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF HUMAN RESOURCES
